

3 AUG 1983

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (27 July-2 August 1983)

Office of the Director

*The NPIC Chief, Operations Support Group and Executive Officer, plus other NPIC staff members, met with the Director, OIS in his office to discuss the pros and cons of membership in the career Sub-Group. PMCD has recommended that some 30 registry and records management personnel now assigned to NPIC be converted to the MI Career Sub-Group designation. The Deputy Director, OIS and other OIS staff members also participated. Additional discussions, including one with NPIC Registry personnel and the Director, OIS, probably will be held in the near future to discuss the opportunities and responsibilities of the MI Career Sub-Group in more detail.

Classification Review Division

CRD reviewed 18 documents (37 pages) for the Department of Defense, four OSS documents (17 pages), seven manuscripts (489 pages) for PRB, 14 Summaries of Agency Employment (23 pages), and two miscellaneous documents (207 pages).

Records Management Division

The DO has been experiencing difficulties in getting responses to their queries of TSCADS. RMD personnel organized a discussion between the DO Area Top Secret Control Officer and two Office of Data Processing programmers to examine the problem. As a result, software adjustments were made which enabled the DO to resume TSCADS report generation.

Agency Archives and Records Center personnel serviced 155 folders for a special project. They also stripped and sent approximately 1,200 orange applicant folders to the Office of Personnel for re-use. In addition, they transferred 86 cubic feet of material to the hammermill for destruction and 13 cubic feet for burning.

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C O N F I D E N T I A L

The Agency Forms Control Officer completed the annual update of the forms program's vital records collection, which consists of one copy of all active forms in use in the Agency. This involved removing all obsolete forms, replacing revised forms, and adding new forms.

Regulations Control Division

RCD processed a total of 117 jobs which included 11 new and revised proposals, 25 issuances in active negotiation and coordination, ten issuances prepared for publication by P&PD, and 12 published issuances.

The regulation on Marriage of Employees has been rewritten for clarity and sent to the Director of Personnel for his review. Upon concurrence and return by the Director of Personnel, it will be resubmitted for DDA approval.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

OIS/EX0/ [] (3 Aug 83)

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